# NOTIFICATION OF APPOINTMENT FORM

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| **PART 1 – Managers Details** |

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| Managers Name: |  | | |
| Telephone number: |  | E mail |  |
| Date: |  | | |

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| **Part 2 - Post Details** |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| NHS jobs reference |  | | Pay Band |  | No of hours per week | |  |
| Post Title: |  | | | | | | |
| Work Base:  Including Post Code |  | | | | | | |
| Contract Type | Permanent | Fixed Term (confirm dates or the number of months) | | | | | |
| **PART 3 – DBS information – Type of Check Required** | | | | | | | |
| * None | | | | | |  | |
| * Standard check | | | | | |  | |
| * Enhanced check without barred list information | | | | | |  | |
| * Enhanced check with barred list information - where the position is eligible, and the employer indicates the type of access to vulnerable groups, this will include:   - an adults barred list check  - a children’s barred list check  - an adults and children’s barred list check | | | | | |  | |

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| **PART 4 – Candidates Details** |

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| Candidates Surname |  | |
| Candidates First Name |  | |
| NHS jobs application number | AR | |
| Internal / External? |  | |
| ID Documents Obtained  Is yes please send to workforce team | YES/NO | |
| **PART 5 – Relocation Costs**  **(approval for relocation costs will have been received (via HR1) before advertisement)** | | |
| Relocation costs required for this appointment  *(if yes Workforce to send relocation policy to candidate)* | | YES/NO |
| **PART 5 – Any other information to be included in the offer letter** | | |
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Once complete please return this form to [NYHCSU.CSUWorkforceRecruitment@nhs.net](mailto:NYHCSU.CSUWorkforceRecruitment@nhs.net) upon receipt of this the Workforce Team will send a conditional offer letter to the successful candidate, asking them to complete a CRB application form (if applicable) Work Health Assessment form and declaration forms. References will also be requested. References will be forwarded to managers by e-mail once received to enable them to be reviewed. Once all pre-employment checks have been confirmed as above the Manager will be in a position to discuss a start date with the candidate and to request an offer letter to be issued to the candidate confirming their starting details.